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29 August 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[REDACTED]

Director of Information Services

25X1

SUBJECT: OIS Weekly Report (22-28 August 1985)

A. WORK IN PROGRESS

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[REDACTED]

2. TRIS IOC. The Records Information System (TRIS) was brought to Initial Operating Capability as scheduled on 26 August 1985. System Validation and Verification testing was conducted successfully that day by personnel from the Information Resources Management Division (IRMD), participants from the Ames and [REDACTED] Information Services Centers, and the Directorate of Operations (DO). Agency Top Secret Control Officers (TSCOs) were notified the same afternoon that the Top Secret Control Automated Data System (TSCADS) portion of TRIS was operational. Users of the Records Center and Archives Management System (RAMS) were notified that RAMS is now available within TRIS. Minor problems, primarily with system access, were experienced by users, but these problems are expected to be resolved in the course of the initial "shake-down" operations.

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[REDACTED]

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3. TS DOCUMENTS. OIS annuitants continued their search for unaccounted TS collateral documents. Four hundred and four TS documents were located in Intelligence Community Staff (ICS) holdings at the Records Center; 207 were on the ICS inventory list, and 197 require further research. Three hundred and thirty documents were located in the files of the Office of Soviet Analysis (SOVA); 289 were on the SOVA inventory list and 41 require further analysis. Three thousand and eighty nine documents were located in the files of the Office of Central Reference (OCR); 2,959 were on the OCR inventory and 130 require further processing. Initial analysis indicates that 22 of these documents were previously unaccounted for on the OCR account.

4. INFORMATION MANAGEMENT SURVEY. IRMD's survey report of information handling and registry operations in the Office of Scientific and Weapons Research (OSWR) was sent in draft to OSWR for review and comment. A followup discussion will be held with the Director, OSWR, and his staff prior to putting the report in final form.

5. RECORDS SCHEDULES. Updated records control schedules for the Office of Information Services, the DI, and the Office of the DDA, along with the "common items" that are part of most Agency schedules, have been approved by the Archivist of the United States. IRM has forwarded them to the Office of Legislative Liaison (OLL) for submission to the Senate Select Committee on Intelligence (SSCI). The schedules will be implemented following the 60-day period provided for SSCI review.

6. ADP RECORDS. At the request of the Office of Security (OS), representatives from IRMD briefed OS personnel on procedures for drafting records control schedules for machine-readable records. IRMD agreed to help the OS Records Management Officer draft a schedule item for one OS ADP system to use as a guide in completing the OS schedule. The Community-wide Computer-assisted Compartmented Control System (4C) was selected, and the OS RMO and IRMD personnel will be meeting with 4C personnel to develop a draft item for this system.

## B. SIGNIFICANT EVENTS AND ACTIVITIES OF INTEREST

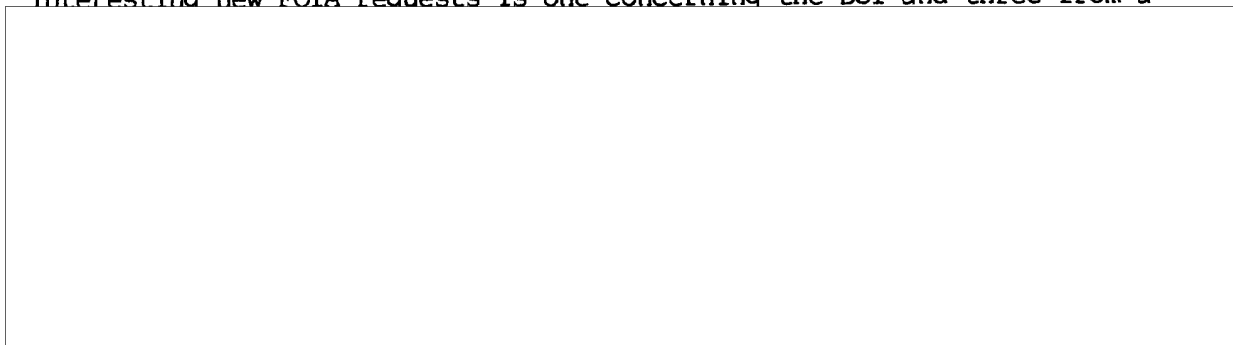
1. SUMMARY OF AGENCY EMPLOYMENT NOTICE. On 27 August, the Regulatory Policy Division held a meeting to resolve problems that were holding up publication of the proposed notice on the Summary of Agency Employment (SAE). The issues discussed concerned an appeals process, excluding FBIS foreign nationals from the requirement to prepare an SAE, defining cover, determining procedures for Co-ops, and refining general SAE procedures. Representatives from Central Cover Staff, CRD, OS, OTS, IMS/DO, DDS&T, OP, and DO/IMS were present. Agreement was reached on all problems and RPD plans to forward the Notice for DDA approval on 30 August. (C)

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2. INFORMATION AND PRIVACY DIVISION ACTIVITIES. The backlog of information requests further declined this week to 2124. Among the more interesting new FOIA requests is one concerning the DCI and three from a

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## ADMINISTRATIVE-INTERNAL USE ONLY

28 August 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (21 - 27 August 1985)

1. The Week in Review                      21 - 27 August 1985   1985 Weekly Average
- |                         |      |       |
|-------------------------|------|-------|
| a. New cases            | 49   | 55.6  |
| b. Cases closed         | 66   | 79.1  |
| c. New appeals logged   | 3    | 2.6   |
| d. Appeals closed       | 4    | 1.6   |
| e. Manpower (man-weeks) | 75.9 | 100.0 |
2. Current Backlogs
- a. Initial requests - 2124
  - b. Requests in administrative appeal - 172
  - c. Requests in litigation - 78
3. Spotlighted Requests

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ADMINISTRATIVE - INTERNAL USE ONLY

27 August 1985

MEMORANDUM FOR: Director of Information Services

FROM:

Acting Chief, Information Resources  
Management Division

SUBJECT: IRMD Weekly Report (21-27 August 1985)

A. WORK IN PROGRESS

1. TRIS IOC. The Records Information System (TRIS) was brought to Initial Operating Capability as scheduled on 26 August 1985. System Validation and Verification testing was conducted successfully that day by Information Technology Branch (ITB) personnel and participants from the Ames and Information Services Centers, the DO, and the Information Control Branch (ICB). Agency Top Secret Control Officers (TSCO's) were notified the same afternoon that the Top Secret Control Automated Data System (TSCADS) portion of TRIS was operational. Our records indicate that the first TSCADS user to sign on the new system was the Office of Development and Engineering TSCO. Users of the Records Center and Archives Management System (RAMS) also were notified that RAMS is now available within TRIS. Minor problems, primarily with system access, were experienced by users during the first full day of operation. We are working rapidly to resolve these and any other problems as soon as they are reported.

2. TRIS TRAINING. All scheduled TSCADS training has been completed by ITB. A total of 78 people have been trained on the new TSCADS system. Training for TRIS users will begin in September with three two-day sessions scheduled for the first two weeks of the month. The TRIS trainees will be loaned draft user manuals until the published manual is distributed.

3. TS DOCUMENTS. OIS annuitants continued their search for unaccounted TS collateral documents. located 404 TS documents in Intelligence Community Staff (ICS) holdings at the Records Center; 207 were on the ICS inventory list, and 197 were unlisted and therefore require further research by ICB. located 330 documents in Office of Soviet Analysis (SOVA) files, 289 on the SOVA inventory list and 41 requiring further analysis. located 3,089 documents in Office of Central Reference (OCR) files, 2,959 on the OCR inventory and 130 requiring further processing. Initial analysis indicates that twenty-two of these documents were previously unaccounted for on the OCR account.

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4. SURVEY. ICB's survey report of information handling and registry operations in the Office of Scientific and Weapons Research (OSWR) was sent in draft to OSWR for review and comment. A follow-up discussion will be held with the Director, OSWR, and his staff prior to putting the report in final form.

5. RECORDS SCHEDULES. Updated records control schedules for the Office of Information Services, the DI, and the Office of the DDA, along with the "common items" that are part of most Agency schedules, have been approved by the Archivist of the United States. Information Management Branch (IMB) has forwarded them to the Office of Legislative Liaison (OLL) for submission to the Senate Select Committee on Intelligence (SSCI). The schedules will be implemented following the 60-day period provided for SSCI review.

6. ADP RECORDS. At the request of the Office of Security (OS) Records Management Officer (RMO), [REDACTED] IMB, briefed OS personnel on procedures for drafting records control schedules for machine-readable records. The IMB personnel agreed to help the OS RMO draft a schedule item for one OS ADP system to use as a guide in completing the OS schedule. The Community-wide Computer-assisted Compartmentation Control System (4C) was selected, and the OS RMO and IMB personnel will be meeting with 4C personnel to develop a draft item for this system.

B. SIGNIFICANT EVENTS AND ACTIVITIES OF INTEREST

[REDACTED]

2. ISOO TASK FORCE. [REDACTED] IMB, members of the Joint CIA/Air Force/Information Security Oversight Office (ISOO) Task Force, have completed their paper on ways to reduce overdistribution of classified information within the Federal government. The paper, containing three initiatives, was signed by the task force representatives on 26 August and will be coordinated with the Office of Security before being submitted to the Director, ISOO.

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3. RECORDS CENTER. Records Center personnel performed the following activities during the week:

RAMS:	Made 24 additions, 2 changes, and 18 deletions.
ARCINS:	Jobs received/edited: 17. Jobs keyed: 4 consisting of 934 entries. Jobs completed: 4. Title searches: 26.
Accessions:	Received 30 jobs totaling 452 cubic feet.
Reference:	Serviced 2,664 requests for records.
Special Runs:	Two: one each to OF and OSO.

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28 August 1985

MEMORANDUM FOR: Director of Information Services  
FROM: Chief, Classification Review Division  
SUBJECT: Weekly Report, 21-27 August 1985

STAT 1. Three CRD representatives met with C/RPD and representatives from OP, DS&T/Admin , DS&T/OTS, CCS, OS, and DS&T/FBIS to discuss several changes proposed for the revision of [ ] CRD proposals, along with those from FBIS and OTS, were discussed and resolved satisfactorily. RPD will now quickly seek final coordination approval on a new HN for SAEs. [ ]

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STAT 2. [ ] reported to CRD to work as an Intelligence Assistant and a member of the Historical Review Branch. She has been getting reacquainted with the DARE system and indoctrinated into our newer computer program, RIMS. Dolores' services will be most necessary to compensate for the loss of the two persons, in the immediate future, who have worked closest and longest on these programs. [ ]

STAT

  
Chief, CRD

PERIOD: 19-23 August 1985		REVIEWER:	BRANCH: Combined Division	
<u>SOURCE OF MATERIAL</u>	<u>TYPE OF REVIEW</u>	<u>NO. OF DOCUMENTS</u>	<u>NO. OF PAGES</u>	
<u>EXTERNAL REQUESTS:</u>				
DOD				
AIR FORCE	<u>Pre-publication</u>	<u>1</u>	<u>24</u>	
ARMY	_____	_____	_____	
DIA	_____	_____	_____	
JCS	_____	_____	_____	
NAVY	_____	_____	_____	
NSA	_____	_____	_____	
OSD	_____	_____	_____	
NARA	<u>Systematic</u>	<u>93</u>	<u>731</u>	
STATE				
CDC/SR (FRUS)	_____	_____	_____	
CDC/MR	_____	_____	_____	
OTHER (Eisenhower Lib.)	<u>Mandatory</u>	<u>4</u>	<u>160</u>	
SUB TOTALS	_____	<u>98</u>	<u>915</u>	
<u>INTERNAL REQUESTS:</u>				
PRB	<u>Pre-Publication</u>	<u>1</u>	<u>18</u>	
IPD	_____	_____	_____	
OLL	_____	_____	_____	
OGC	_____	_____	_____	
SAE	<u>Separation</u>	<u>76</u>	<u>97</u>	
OTHER	_____	_____	_____	
SUB TOTALS	_____	<u>77</u>	<u>115</u>	
<u>SPECIAL PROJECTS:</u>				
RIMS	<u>Penkovsky Papers</u>	<u>1</u>	<u>297</u>	
OTHER	<u>SAE Training</u>	_____	_____	
GRAND TOTALS	_____	<u>176</u>	<u>1327</u>	

CLASSIFICATION REVIEW DIVISION  
RECORD OF HISTORICAL REVIEW

PERIOD COVERED 19-23 Aug 1985 DIVISIONAL HRB INDIVIDUAL Combined Division

<u>ACTIVITY</u>	<u>MATERIAL</u> Job / Boxes	<u>EFFORT</u>
RECORDS SEARCH/SURVEY	<u>          /          </u> <u>          /          </u> <u>          /          </u>	FT <u>          </u> HRS <u>          </u> <u>          </u> <u>          </u> <u>          </u> <u>          </u>
PREPARATION FOR REVIEW	<u>          /          </u> <u>          /          </u> <u>          /          </u>	FT <u>          </u> HRS <u>          </u> <u>          </u> <u>          </u> <u>          </u> <u>          </u>
DECLASSIFICATION REVIEW	<u>          /          </u> <u>          /          </u>	DOCS <u>          </u> PGS <u>          </u> HRS <u>          </u> <u>          </u> <u>          </u> <u>          </u>
PROCESSING	<u>          /          </u> <u>          /          </u> <u>          /          </u>	HRS <u>          </u> <u>          </u> <u>          </u>
PREPARATION FOR RELEASE	<u>          /          </u> <u>          /          </u> <u>          /          </u>	DOCS <u>          </u> PGS <u>          </u> HRS <u>          </u> <u>          </u> <u>          </u> <u>          </u> <u>          </u> <u>          </u> <u>          </u>
COMPUTER INPUT SYSTEM RIMS <u>Review</u>	<u>          /          </u> <u>          /          </u> <u>          /          </u>	DOCS <u>22</u> PGS <u>22</u> HRS <u>32</u> <u>          </u> <u>          </u> <u>19</u> <u>          </u> <u>          </u> <u>          </u>
CAPTURING DATA FOR RIMS	<u>          /          </u> <u>From Mandatory Review</u> <u>          /          </u>	DOCS <u>1</u> PGS <u>3</u> HRS <u>2</u> <u>          </u> <u>          </u> <u>2</u> <u>          </u> <u>          </u> <u>          </u>
TRAINING	TYPE <u>vm test/bkg rdg/other</u>	HRS <u>57</u>
ADMINISTRATIVE DUTIES	TYPE <u>Mtgs./bkgd rdg/mail</u>	HRS <u>32</u>
OTHER ACTIVITIES	TYPE <u>Mandatory review</u>	HRS <u>33</u>

27 August 1985

MEMORANDUM FOR: Director of Information Services

FROM:

Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 21 August  
through 27 August 1985

1. RPD currently is processing 124 jobs. The tempo of activities continued upward as the Division received 12 new jobs in this period for processing. Among them was a notice

We handled this notice on a priority basis due to the short response deadline and arranged for a special distribution for employees assigned to

as it principally affects them.

2. reviewed Draft B of

initiated by the Public Affairs Office, and forwarded it to Agency coordinators for information. (A-IUO)

3. Following DDA approval,

to the Office of Legislative Liaison for review by the Congressional Oversight Committees. OLL has acknowledged receipt and said that it will take appropriate action.

4. was initiated within the Regulatory Policy Division and has been prepared for forwarding to P&PD for initial page proofs.

5. On 27 August, RPD held a meeting in the OIS conference room to resolve the various problems that were holding up publication of the proposed notice on the Summary of Agency Employment (SAE). Representatives from Central Cover Staff, CRD, OS, OTS, IMS/DO, DDS&T, OP, and DO/IMS were present. [REDACTED]

6. [REDACTED] is processing [REDACTED] [REDACTED] initiated by the Directorate of Intelligence. During the coordination process, the Office of Logistics asked that a subparagraph concerning procurement be rewritten; the remainder of [REDACTED] was concurred on by all coordinators. [REDACTED]

7. Regarding [REDACTED] [REDACTED] we are awaiting word from OS on further processing after they resolved an issue concerning property passes with the Office of Logistics. [REDACTED]

8. Comments from the Office of General Counsel and the Office of Inspector General have been returned to the Office of Personnel for resolution before RPD proceeds with the further processing of [REDACTED]

9. We have not received further word on how the Office of Personnel wants to proceed with [REDACTED] [REDACTED] RPD will discuss this package with [REDACTED]

10. RPD prepared [REDACTED] for P&PD page proofs while reviewing the page proofs of the headquarters counterpart. [REDACTED]

C O N F I D E N T I A L

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11. On the evening of 24 August,

[REDACTED]

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[REDACTED]

She will return to the office on 29 August.

[REDACTED]

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[REDACTED]

Attachment

C O N F I D E N T I A L

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Next 2 Page(s) In Document Denied